

## PLYMOUTH CITY COUNCIL

**Subject:** Consideration of Recruitment of the Chief Executive  
**Committee:** Full Council  
**Date:** 27 February 2012  
**Cabinet Member:** The Leader (Councillor Mrs Pengelly)  
**CMT Member:** Chief Executive  
**Author:** Mark Grimley, Assistant Director for Human Resources and Organisational Development  
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**Ref:**  
**Key Decision:** No  
**Part:** One

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### **Executive Summary:**

Following the announcement from the Chief Executive of his intention to retire in May 2012, the Council should give consideration to the appointment of a new Chief Executive.

Any search and selection would be undertaken by a Chief Officer Appointment Panel with a recommendation to Full Council for any appointment.

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### **Corporate Plan 2011 – 2014:**

The Chief Executive is responsible for the delivery of the Council's Corporate Plan.

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### **Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land**

Resources will be allocated from existing budgets for recruitment costs.

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### **Other Implications: e.g. Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:**

None

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**Recommendations & Reasons for recommended action:**

It is recommended that:

1. Members agree to appoint a new Chief Executive (designated as the Council’s Head of Paid Service) through an open recruitment process.
2. That subject to recommendation 1, (above) the AD for Human Resources and Organisational Development:
  - (a) Draw up a statement specifying the duties of the Chief Executive and the qualifications or qualities sought from the person to be appointed and other terms and conditions of service.
  - (b) Draft proposals for advertising the post to bring it to the attention of persons who are qualified to apply for it.
  - (c) Draft proposals for the recruitment process (including the appointment of external consultants to support the process).
  - (d) Convene a Chief Officer Appointment Panel to comprise the Leader of the Council, Shadow Leader and 5 Councillors on a proportionality basis, to consider and agree (a) to (c) above and to conduct the recruitment process and either interview all qualified candidates or draw up a shortlist for interview and then to agree a proposed candidate for appointment for recommendation to Full Council.

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**Alternative options considered and reasons for recommended action:**

None.

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**Background papers:**

None.

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**Sign off:**

Fin	MC 111 2.08	Leg	1405 9/DV S.	HR	MGI 202/ 004	Corp Prop		IT		Strat Proc	
Originating SMT Member: Mark Grimley, Assistant Director HR & OD											

## **1.0 Introduction**

- 1.1 The Chief Executive has announced his intention to retire on the 24 May 2012, with his last day of service being the 18 May 2012.
- 1.2 The Council needs to consider whether and how to appoint a new Chief Executive. The Council is not required to have a chief executive, but does have to designate one of its officers as Head of Paid Service.
- 1.3 If the Council does decide to appoint a Chief Executive it should decide whether to appoint exclusively from its existing officers or to widen recruitment to those who are not existing officers of the Council through open recruitment.
- 1.4 If an appointment is to be made through open recruitment, then the following steps need to be carried out:
  - A statement needs to be drawn up specifying the duties of the Chief Executive/Head of Paid Service and the qualifications or qualities sought from the person to be appointed.
  - The post needs to be advertised to bring it to the attention of persons who are qualified to apply for it.

The recruitment process is delegated by Council to the Chief Officer Appointment Panel which undertakes the recruitment process and either interview all qualified candidates or draws up a shortlist for interview. The Panel will recommend a candidate for appointment to full Council after having advised the Cabinet of their proposed recommendation.

## **2 Timetable**

- 2.1 It is proposed to establish the Appointments Panel in March 2012, to agree the candidate specification, appoint a search agency and agree remuneration.
- 2.2 A substantive appointment will be made in late May / early June following the Annual General Meeting of the Council. It is anticipated that, subject to an appointment being made, the Council will have a substantive chief executive in place by September 2012.
- 2.3 Interim management arrangements will be provided to Council before the Annual General Meeting.

## **3 Council procedure**

- 3.1 The power to appoint the chief executive and designate the post holder as Head of Paid Service is a function of the Council.
- 3.2 The Chief Officer Appointment Panel on behalf of the Council undertakes the recruitment process and then recommend a candidate to the Council.
- 3.3 The Appointment panel will comprise of 7 Councillors on the basis of political proportionality to include at least one member of the Cabinet. Substitutes to the Appointments Panel are permitted.